

ICSEW Conference Group Speakers

By Diana McCutcheon

By now you have already heard that the ICSEW Professional Training Conference is scheduled for May 8-10, 2006 in Kennewick, Washington. But have you heard about the group speakers?

We have three outstanding women scheduled to speak to all conference attendees. Helen Thayer and Dorothy Wilhelm will provide entertaining and thought provoking messages on Tuesday.

Helen made history at age 50 when she became the first woman to travel alone to any of the world's Poles as she walked to the magnetic North Pole. Through spellbinding on-location photography and personal narrative, you will share Helen's powerful adventures first hand.

Inspirational speaker, writer, humorist, and familiar Northwest media personality, Dorothy Wilhelm will inspire you to laugh more and get more out of life. Dorothy calls herself a porcupine trainer! That's her term for

the sticky situations and prickly people we all have to face. She believes we all handle porcupines every day, whether we want to or not.

Wrapping up the conference on Wednesday is Sunny Kobe Cook. Sunny began her career as a secretary and gained popularity with the company she founded in 1991, Sleep Country USA. She served as both CEO and company spokesperson in radio and television advertisements for many years. Through her speeches and in her new book, Common Things Uncommon Ways, she shares with others proven ways to improve any business through employee recognition and motivation.

There are many equally outstanding speakers who will be presenting workshops throughout the conference. Please consider joining us in Kennewick in May. For more information about the conference or to register, visit <http://icsew.wa.gov/conferences/default.htm>.

ICSEW Conference Silent Auction Needs Your Help

By Diana McCutcheon

May 8, 2006 seems far away, but if you are a member of the ICSEW Conference Committee, time is rapidly flying by. The conference agenda is being finalized, the speakers are confirmed, and donations are now being sought for the silent auction.

This year's auction will benefit the Columbia Basin College Resource Center. Proceeds will be used to defray child care costs, primarily for single mothers.

If you are interested in donating a theme basket or item for the silent auction, please contact Jean Vanni at 509-372-7930 in Eastern Washington or Sarah Barrie at 360-407-7056 in Western Washington so a space can be reserved for your donation. Tax receipts will be provided on request.

The goal is to obtain baskets from each state agency. You can make it fun by asking co-workers to collaborate on a theme basket. For example, employees of the Washington Traffic Safety Commission are creating a Road Safety basket. Other options include a Movie Night basket, a Day with Grandma and Grandpa basket, an Italian Dinner basket, etc. The ideas are unlimited.

The 2004 Silent Auction raised over \$3900 which was donated to the Domestic Violence Center of Grays Harbor. Let's make the 2006 auction just as great a success!

For more information on the Silent Auction or to register for the conference, check out the ICSEW Web site at <http://icsew.wa.gov/conferences/default.htm>.

Update From the Chair



By Dianna Gifford, ICSEW Chair

The ICSEW conference is almost here! You do not want to miss this opportunity. The list of speakers and trainers is dynamic, including former ICSEW chair Vicki Rummig. Please see Diana McCutcheon's article in this newsletter for more information about conference speakers.

The ICSEW logo contest closed on Friday, February 10. Thirteen entries were submitted to a public vote. An outstanding 1043 votes were tallied! The winner of the contest and the new logo will be announced at the ICSEW conference on May 8.

Thank you to Roxanne Lowe (Office of Financial Management) for heading up this effort. Also thank you to ICSEW Web Developers Sarah Bland (Office of Superintendent of Public Instruction) and Linda Watson (Department of Retirement Systems) for posting all of the contest information to the ICSEW Web site. You all did an outstanding job!

The 2005-06 business year will be coming to a close in June. Now is a good time to think about finding a replacement if you are leaving the ICSEW. Talk to your agency's management to find out how they prefer to transition in new members.

Speaking of transitions, I am recruiting for two Executive Board positions: Executive Secretary (open in June) and Historian. If you are interested in either of these positions, please contact me at 360-902-1134.

I hope to see you all at the conference!

ICSEW Event Information

March 17, 2006 - "How to Speak, Write, and Present with Power and Influence" by Ms. Kathy Bote'. Training class held at the Department of Labor and Industries in Tumwater, Washington.

March 24, 2006 - "How to do Your Job Well and Manage Life's Challenges" by Ms. Sandra Smith. Training class held at the Lacey Fire Hall--Station 34 in Lacey, Washington.

March 25, 2006 - "Basic Car Maintenance" by Mr. Patch. Training class held at The Evergreen State College Maintenance Facility in Olympia, Washington.

May 8-10, 2006 - ICSEW Biennial Conference. Conference held at the Three Rivers Convention Center in Kennewick, Washington. See the ICSEW Web site at <http://icsew.wa.gov/conferences/default.htm> for more information or to register. To receive the reduced rate of \$270, you must register by March 15. After that date, the registration fee will be \$290.

May 18, 2006 - Take Our Daughters and Sons to Work Day statewide event. Location TBD. See the ICSEW Web Site at <http://icsew.wa.gov> in the coming months for more information and updates.

For an up-to-date listing of ICSEW events, see the Event Information Web page at <http://icsew.wa.gov/calendar/default.htm>.

2005-06 Executive Board

ICSEW Chair Dianna Gifford

Department of Natural Resources
dianna.gifford@wadnr.gov

Vice Chair Julia Ojard

Washington Utilities and
Transportation Commission
jojard@wutc.wa.gov

Executive Secretary Janice Flaherty

Office of the Attorney General
janicef@atg.wa.gov

Historian vacant

Treasurer Ethel Smith

Office of the Insurance Commissioner
ethels@oic.wa.gov

Communications Lonnie Peterson, Chair

Department of Health
lonnie.peterson@doh.wa.gov

Conference Melissa Beard, Chair

Office of Superintendent of Public
Instruction
mbeard@ospi.wednet.edu

Education

Michelle Lucero, Chair
Department of Agriculture
mlucero@agr.wa.gov

Health and Wellness

Jan Ward Olmstead, Chair
Health Care Authority
jolm107@hca.wa.gov

Membership

Wendy Voss, Chair
Office of the State Auditor
vossww@sao.wa.gov

Personnel Service Reform

Connie Riker, Chair
Office of the Attorney General
connier@dop.wa.gov

Promotional and Career Opportunities

Carolyn Benard, Chair
Employment Security Department
cbenard@esd.wa.gov

Take Our Daughters and Sons to Work Day

Misty Ross, Chair
Department of Social and Health
Services
rmis300@dshs.wa.gov

Former ICSEW Member Raises Funds for "Cancer Kids"

By Jane Berube

Department of Health employee and former ICSEW member Jane Berube is busy these days preparing for an annual fundraiser that she has hosted for many years.

Jane directs a local belly dance troupe that is known for their beautiful costumes and their involvement in local events. The troupe consists of women from all professions as well as those who choose to stay home and raise their children.

Some members have been personnel officers, auditors, and office managers. Current members consist of state workers, high school and college students, medical professionals, and others.

The fundraiser will take place on April 1, 2006 at the Olympia Center located at 222 North Columbia in downtown Olympia.

The day will start with belly dance workshops--one in the morning and one in the afternoon. The workshop instructors are the well-known mother-daughter duo of Fatima and Jamilla al Wahid from Southern California.

Fatima, a native of Sudan, is well known for her folkloric dance technique. Jamilla is known for her Egyptian-style dance. The hard days work will culminate in an evening dance showcase spotlighting the performances of Fatima and Jamilla as well as the troupe led by Jane, Mas Uda Middle Eastern Dancers, and others.

The Candlelighters Childhood Cancer Foundation of Western Washington is the beneficiary of all this hard work.

Jane has been involved with Candlelighters for many years, recently finishing a term on the board of directors. She first became aware of the group after her son had surgery for brain cancer in 1986. At that time the group sponsored an annual Easter Egg Hunt where "cancer kids" and their families could take a day away from it all and enjoy the countryside.

The event was held on a horse ranch in Carnation, Washington and included hayrides, fishing lessons, horse rides, and games.

Jane remembers it as one of the few

times her family could really relax and forget about the rounds of chemo and doctor visits. Her two children could play with adequate supervision--medical personnel volunteered at the event, so there were no medical issues to be concerned with.

This year's evening show will take place at the Olympia Center. Doors open at 6:30 p.m. and the show starts at 7:00 p.m., ending at about 9:30 p.m. The cost of the evening show is \$10, but additional donations will be accepted. Information about Candlelighters will be available at the event. If you are looking for another way to help this organization, select them for your Combined Fund Drive contributions.

For more information on Mas Uda Middle Eastern Dancers visit its Web site at www.mas-uda.com. For information on the Candlelighters Childhood Cancer Foundation of Western Washington, visit its Web site at www.candlelighterswa.org or contact Jane, also known as "Kashani," (her dance name) at 360-459-3694.

Consider Toastmasters

There are clubs in most every city of the United States, as well as in most countries around the world. A full list of clubs can be found at the organization's Web site: www.toastmasters.org.

You can visit as a guest as many times as you like before joining. "I was a visitor for about 5 weeks before I took the plunge," said Walker. Regular attendance is encouraged once you are a member, but there are no set minimums. "Most weeks we have between 10-15 attendees."

Fees are minimal for the learning opportunities and personal growth experience you get. The initial cost is \$20 for a new membership kit from Toastmasters International (TI) as well as monthly fees of \$4.50 to TI and \$1 for the club. The monthly fees are collected every 6 months in March and September and initially pro-rated according to the month you join.

For example, if you join in January 2006 your fees would be \$20 for the new member kit, \$13.50 to TI, and \$3 to South Sounders, for a total of \$36.50. Your bi-annual dues for April-September 2006 would then be \$33 due in March. Dues are collected again in September.

"At \$86 total for the new member

kit and a year's worth of dues, it's less expensive than a 1-day seminar for 52 weeks of education!"

Benefits of membership listed in the club handbook include:

- Unlimited opportunities for personal and occupational advancement based on improved abilities and expanded experience.
- Experience in leadership development through training and club involvement.
- Increased confidence, ability to organize logical thoughts, present them self-assuredly, and a better understanding of human relations.
- Affiliation with an internationally renowned educational organization.

Toastmasters is a great way to get experience organizing better, shorter, more effective meetings. "My self-confidence has improved, which carries over to all aspects of my work and personal life, thanks to my involvement in Toastmasters," Walker concluded.

For more information, feel free to contact Taletha Walker, President, at 360-902-1977, or Barbara Hughes, Vice President Public Relations, at 360-352-3748.

Looking for a good way to build your leadership and communication skills in the new year?

"Consider Toastmasters," says Taletha Walker, president of South Sounders Toastmasters Club 6153. "Any time is the perfect time to join."

The group meets from 12:10 p.m. to 1:10 p.m. on Wednesdays in the Natural Resources Building, usually in room 259 on the second floor.

Occasionally they meet in the cafeteria conference room 184. Look for the signs by the main elevators and near the cafeteria for each week's room confirmation and "theme."

Toastmasters is a non-profit international organization that teaches leadership and communication skills in an uncritical and supportive atmosphere. Beyond basic membership, members can hold one of seven offices. Club officer positions run for 1 year from July to June and are a great way to build leadership and management skills.

The South Sounders club consists of 20-24 members from various state agencies and private industry businesses, as well as self-employed and retired individuals. Anyone is welcome to join any Toastmasters club.



Agency in the Spotlight Department of General Administration

By Steve Valandra

When people hear about the Department of General Administration (GA), they are not always sure what the agency does. But on a closer look, they learn that GA provides a broad range of essential support services to state government.

Consider just a few:

- It manages contracts for goods, services, and public works design and construction projects that exceed \$1 billion.
- It handles leases and property acquisitions worth over \$130 million for customer agencies.
- It distributes \$8.5 million in federal surplus food to the needy.
- It sells and recycles over \$16 million in state and federal surplus goods, including refurbished computers that are provided to school districts across Washington.
- It delivers 63 million pieces of state mail annually.

GA also focuses on providing equitable access to public bidding opportunities throughout Washington for

small, minority-owned, and women-owned businesses.

But its work is best known around Thurston County. GA takes care of 33 buildings and 485 acres on the state's Capitol Campus in Olympia, including Capitol Lake. Its Facilities staff—electricians, carpenters, painters, custodians, gardeners, and more—take great pride in making the campus one of the most beautifully maintained in the nation.

And it was GA that managed the recent \$120 million renovation of the Legislative Building, better known to most folks as the State Capitol. GA worked with a major private contractor to complete the 3.5-year project on time in 2004.

So the next time you are literally smelling the roses on the Capitol Campus, walking around Capitol Lake, opening your mail, or admiring the majesty of the historic Legislative Building, think of the Department of General Administration, the agency whose mission is to help its customers succeed.

This Spring, Let It All Go

By Kelly Stowe
Forgive

Spring is a time of re-birth and renewal. Everyone does their spring cleaning, but that should not just go for your home, car, or office. In spring you should let it all go and start fresh!

Have a spat with a friend or relative? Are you up at night thinking about how mad you are at them? Let it go! More likely than not, the person you are upset with isn't losing any sleep over the issue, so why should you?

Forget

I had a friend who attended her 10-year high school reunion. The months prior were horrible for anyone around her as she focused not only on the friends she would see and all the catching up they would do, but on her arch enemy. My friend lost herself in wondering what her rival would wear, where did she work, was she married, and to whom?

Imagine her surprise, when she walked into the reunion to be hugged by her one-time rival! My friend asked her, "Why would you hug me after all

the arguing and name-calling we did to each other in high school?" The girl looked at her, smiled, and said, "Because that was high school."

Accept

Another great way to start spring right is to get over yourself. Yes, that's right...you need to get over you! Have you ever had one of your family members try to do you a favor like fold your clothes and you end up re-folding them because they weren't folded the way you would fold them?

Has your term ended on a committee and you can't stand the way the person who took over for you handles things because they don't handle them the way you would? Did you get a promotion and the person who took over your job doesn't do things the way you did them? Let it go!

You are not irreplaceable in work or committee life, and no one will die if the towels aren't folded just so or if the dishes aren't loaded into the dishwasher perfectly. Enjoy life and let all the negativity go and see how refreshed you will feel!

Women Leaders in State Government Sandra J. Matheson, DRS

By Jamie Jennison

As children, we often dream of becoming successful adults with respected characteristics like integrity and honesty. In the real world these words are often overused and undervalued where people's true characteristics are measured not in the boardroom, but to the degree in which they daily negotiate them.

The question then becomes, "how do people get connected and stay connected?" The answer to this question lies within each of us who strive to live life with passion, excellence, and values.

Consequently, one of the many ways people can fulfill their connection in life and find their authentic self is through retirement. Thus, the Department of Retirement Systems (DRS) becomes not only a needed agency but a valuable one as well.

Appointed by Governor Gregoire in April 2005, Sandra J. Matheson is the Director of DRS. She grew up in Denver and lived in the Tri-Cities for 28 years before moving to Olympia, Washington. She served as the President and CEO of Hanford Environmental Health Foundation and of NHS, Inc. for 8 years.

Additionally, Director Sandra served as Chair of the Tri-Cities Industrial Development Council, taught as an adjunct instructor for Washington State University, and currently serves on the Washington State Gender and Justice Commission.

With Director Sandra's exemplary record of being a woman in leadership, she describes what leadership means. She says, "Everyone is a leader. Leadership is your personal ethics and how you conduct yourself every day according to those ethics."

Leaders can be further identified by their values in which "people who excel in their jobs, whether they are a CEO or a social worker or an engineer, are good leaders because they make things happen and are role models for others."

What does it mean to be a woman leader in state government? Director Sandra says, "Being a woman and a leader in business or government means contributing your unique individual skill, experience, and perspectives to the workplace. Diversity of all kinds, not just gender diversity, has

strengthened both business and government."

The question then becomes how do you define success? She says, "Success is excelling at whatever job you hold. It is having good judgment and always doing the right thing, whether it is popular or not. It is being able to look yourself in the mirror each morning with a clear conscience and head off to work."

Finding one's values and authentic self through life's journey can be quite rewarding; however, not all paths for women to succeed within state government are clear cut.

To make opportunities more abundant for women in state government Director Sandra says, "Structural changes to rules and regulations only minimally increase opportunities unless they are accompanied by a change in attitude or culture."

Director Sandra points out that "this requires the people that are creating the opportunity to look innovatively at how we can identify the right person for that opportunity, not just following the old rules that will give the same results."

A great example of this would be asking the question, "Is technical experience weighted more heavily than leadership skills for a management job? If so, is it more likely women will remain in jobs traditionally held by women, and men in jobs traditionally held by men? Asking these kinds of questions may give insights into innovative and production changes to existing rules and procedures."

As a result of Director Sandra's success, she has learned that hard work is the backbone to success. Her final thoughts regarding women and leadership are, "There is nothing holding anyone back who wants to succeed. If a person has the will to succeed, they will. However, it is unnecessary and counterproductive to make the hurdles higher for some people than others."

Director Sandra further stated, "If we all open our eyes and minds to how we make success more difficult for some than for others, we all benefit because we increase leadership throughout our government."

The ICSEW thanks Director Matheson for taking time out of her schedule to share her story with us.

Beginning a Fitness Walking Program

Found at www.thewalkingsite.com

You know you want to begin a fitness program, but don't know where to start. It's easy! Walking is one of the easiest and most profitable forms of exercise. All you need is a good pair of shoes, comfortable clothing, and desire.

How to start: First of all, start out slow and easy. Just walk out the door. For most people this means head out the door, walk for 10 minutes, and walk back. That's it? Yes, that's it. Do this every day for a week. If this was easy for you, add 5 minutes to your walks next week (total walking time 25 minutes). Keep adding 5 minutes until you are walking as long as desired.

Watch your posture. Walk tall. Think of elongating your body. Hold your head up and eyes forward. Your shoulders should be down, back, and relaxed. Tighten your abdominal muscles and buttocks and fall into a natural stride.

Be sure to drink plenty of water before, during, and after walking. Incorporate a warm up, cool down, and stretches into your routine. Start your walk at a slow warm up pace, stop, and do a few warm up/flexibility drills. Then walk for the desired length of time. End your walk with the slower cool down pace and stretch well after your walk. Stretching will make you feel great and assist in injury prevention.

The toughest thing about starting a fitness program is developing a habit. Walking daily will help (a minimum of 5 days a week is a good goal). You

should walk fast enough to reach your target heart rate, but you should not be gasping for air.

After you have formed the habit you will want to evaluate your program and your goals. Here are some general guidelines:

- If you are walking for general health benefits, try to walk 30 minutes a day, most days of the week, at a "talking" pace. (Talking pace means you have elevated breathing, but you can still carry a conversation.)

- To improve cardiovascular fitness you should walk 3 to 4 days a week, 20 to 30 minutes at a very fast pace. At this pace you are breathing hard but not gasping for air.

- If you are walking for weight loss you should walk a minimum of 5 days a week, 45 to 60 minutes at a brisk pace.

Once you can comfortably walk for 30 to 60 minutes, 5 to 6 days a week you may want to put more "umph" or speed into your routine. Follow these easy tips for walking faster (or for some real speed learn to racewalk).

Zero to Sixty in Twelve Weeks--An easy-to-follow schedule to get you walking 60 minutes in 12 weeks.

Notice: If you're new to walking, start off with slow, short sessions and build your way up gradually. If you have any health concerns or medical conditions, be sure to check with your doctor for advice before you begin a routine.

--Submitted by *Lezlie Perrin,*
Department of Labor and Industries

Olympia 'Turns Capitol Red'



By **Kate Lynch**

On the first day of February--a month traditionally associated with matters of the heart--Governor Gregoire and top state health officials "turned the Capitol red" to help raise awareness of heart disease and stroke in Washington, particularly among women.

Legislators, state employees, and community members wearing red gathered in the Capitol Rotunda to learn more about how the state is

working to prevent heart disease and stroke, and to improve treatment for these conditions. Those attending received special valentines to give to women they care about and Go Red for Women lapel pins. The Governor issued a proclamation naming February 3, 2006, Go Red for Women Day in Washington. February is also National Heart Health Month.

WSDOT Asks You to Give 'Em a Break in 2006

By **Kelly Stowe**

Since 1950, 56 members of the Washington State Department of Transportation (WSDOT) family have lost their lives while performing jobs in work zones.

The 7th Annual Work Zone Awareness Week will be held April 3-9, 2006. During this week, WSDOT will hold a Work Zone Memorial to honor its fallen workers. There will also be media events to get the word out to motorists to "Give 'Em a Brake!"

WSDOT is concerned about the workers out in work zones, but also about the traveling public. In 80 percent of work zone accidents, it is the driver or passenger who is killed or injured. It is truly in everyone's best interest to slow down when entering a work zone.

Here are some tips for driving safely in work zones:

- Expect the unexpected.
- Slow down.
- Don't tailgate. Keep a safe distance between you and the car ahead of you.
- Pay attention to the signs. Also keep in mind that just because you don't see any workers, it doesn't mean they aren't in the vicinity. Observe the posted signs until you see the one that

says "End Road Work."

- Obey road crew flaggers. Remember, they aren't there to inconvenience you, they are there for your safety and to improve the roads for everyone.

- Stay alert and minimize distractions. Put down the cell phone, latte, hamburger, or whatever it is that is keeping your attention from fully being on the road!

- Keep up with the traffic flow.
- Merge as soon as possible.
- Plan ahead. Schedule enough time to get there while planning for delays, or try an alternate route. To get the lowdown on traffic conditions on Washington State Highways, dial 5-1-1.

- Be patient and stay calm. Choose not to slow down? Fine. In fact, it's a double fine! During construction season, the Washington State Patrol ramps up their enforcement of work zones and fines motorists speeding through them double. There's no way to reduce, suspend, or waive these fines.

For more information on Work Zone Awareness, please visit the WSDOT Web site at www.wsdot.wa.gov/brake or www.fhwa.dot.gov/safetytips.

ICSEW Cell Phone Drive

Put Your Old Cell Phones to Good Use to Help Save Lives

The ICSEW conducts an ongoing "recycle your cell phone with rechargeable battery and cords drive." Donated cell phones are delivered to Verizon Hopeline, which supports non-profit organizations committed to combating domestic violence, providing emergency relief, and supporting health and education initiatives.

Verizon donates airtime and distributes phones nationally to domestic violence programs, the National Coalition Against Domestic Violence, and local government and law enforcement agencies for domestic violence victims.

Send your old phones to Jan Ward Olmstead (Health Care Authority) at mail-stop 42721 or deliver them to the Health Care Authority's front desk at 676 Woodland Square Loop SE, Lacey, Washington. For more information contact Jan at 360-923-2803 or jolm107@hca.wa.gov.

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Lonnie Peterson, Editor
Department of Health
PO Box 47843
Olympia, WA 98504-7843

phone: 360-236-3529
e-mail: lonnie.peterson@doh.wa.gov